

SECTION – A – New Hire

- **APPLICATION WITH RESUME**
- **NEW HIRE INFORMATION**
 - Welcome letter
 - Policy Receipt / Acknowledgement sign-off
 - Policy for use of Computers, Lans, E-Mail, Internet Access and Voice Mail Systems
 - Confidentiality Policy (When Applicable)
- **VERIFICATION OF EDUCATION**
- **CORI FORM (When Applicable)**
- **VACANCY ANNOUNCEMENT**
- **PRIOR SERVICE**
- **CIVIL SERVICE**
- **MILITARY STATUS CERTIFICATION**
- **CHANGE OF ADDRESS**
- **EMERGENCY CONTACT**
- **555**